

## **CANS Certification & DARMHA Registration Instructions**

### **Communitrics Instructions**

- FCM's, FCM Supervisors, Local Office Directors, and Division Managers must be certified in both the CANS 5-17 and CANS 0-5 tools.
  1. Go to the website where the CANS certification will be completed:  
<https://www.schoox.com>
  2. To register, click on "login".
    - a. Username: Email address (if previously certified through Learnernation, use the same email/username as previously used).
      - DO NOT use multiple accounts/emails.
      - DO NOT share or reuse email addresses for multiple users
      - This will ensure that DARMHA (DMHA) can connect the correct certification with the correct user
    - b. Temporary password: 'password' for the password. You will be asked to personalize your email upon creating your account.
    - c. Click on 'Training' and then 'Bundles' and select Indiana General.
    - d. You will be asked to select your agency from a dropdown menu.
  3. Certification is dependent on passing the final exam. You must achieve a .70 or above reliability in order to become certified. The ANSA Course is NOT required
  4. Print out the page that lists your certification number, this number will be needed in the future so please keep it on file.
  5. Email a copy of your certificate to [DCS.CANS@dcs.in.gov](mailto:DCS.CANS@dcs.in.gov) in order to be granted access to enter CANS in KidTraks.